

ROUTING AND RECORD SHEET



INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

C/PDC

NO.

DATE

TO—	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
<i>Chief, Finance Division</i>				<i>MM</i>	
3. 				<i>my</i>	
4. <i>Registry</i>					
5. <i>STATINTL</i>					<i>7D notice please (send copy to Payroll and  for Advance notice). MM</i>
6.					
7.					
8.					<i>28 Notice # 425</i>
9.					
10.					
11.					
12.					
13.					
14.					
15.					